FORMS USED IN DAILY INCIDENT NEWS 0616
(September 1991)

The department will use standard forms to ensure continuity in daily news releases (see Appendix A-61).

- Form ICS-209. The Incident Status Summary, devised by the Incident Command System for use by agencies throughout the nation, provides a simple method of compiling basic information needed for daily incident news. It contains the same information transmitted to the unit headquarters for the seven-day fire report and other purposes. The form may be used to forward information to the unit headquarters for possible release.

- Form CAL FIRE-132: The Information Log provides a simple method of tracking media contacts.

- Form CAL FIRE-130: The Incident Fact Sheet helps organize incident facts.

Information personnel must describe incidents with the proper terminology, as contained in the glossary (Appendix), when providing information to the news media. Although not necessarily synonymous with CAL FIRE technical terms, these terms are as close as possible to CAL FIRE jargon and phrasing and should be used only when addressing the general public and news representatives. Additional terms will be added to the glossary as needed.